

**DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington DC 20350-2000**

**OPNAVINST 1306.2C
Pers-221M
16 October 1995**

OPNAV INSTRUCTION 1306.2C

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: FLEET, FORCE, AND COMMAND MASTER CHIEF PROGRAM

Ref: (a) MILPERSMAN, Article 3420260
(b) DOD Financial Management Regulation Military Pay, Policy, and Procedures Manual Volume 7, Part A

Encl: (1) Fleet, Force, and Command Master Chief Selection, Responsibilities, and Billet Requirements

1. Purpose. To issue procedures for selection, assignment, and utilization of Fleet, Force, and Command Master Chiefs. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1306.2B.

3. Discussion

a. The Navy's Fleet, Force, and Command Master Chief Program is a valuable asset which stimulates free-flowing communications and ensures the highest standards of professionalism are upheld at all levels within the chain of command. Fleet, Force, and Command Master Chiefs strengthen the chain of command by keeping the commander/commanding officer aware of existing or potential situations as well as procedures and practices which affect the mission, readiness, welfare and morale of Sailors in the command.

b. Enclosure (1) redefines command requirement for a Command Master Chief. Command Master Chief selection and assignment criteria have also been completely revised.

4. Action. Fleet, Force, and Command Master Chiefs shall be selected and assigned as delineated in enclosure (1).

5. Report and Forms

a. The reporting requirement contained in action E, paragraph 3 of enclosure (1) is exempt from reports control by SECNAVINST 5214.2B.

b. The following forms are available from the Naval Aviation Supply Office in accordance with NAVSUP P-2002, Navy Stock List of Publications and Forms.

(1) NAVPERS 1306/7 (Rev. 4-86)
Enlisted Personnel Action Request, SN 0106-LF-013-0637.

(2) NAVPERS 1221/1 (Rev. 6-92) Navy
Enlisted Classification Code Change Recommendation, SN 0106-LF-015-7500.

J. M. BOORDA

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FLEET, FORCE, AND COMMAND MASTER CHIEF SELECTION,
RESPONSIBILITIES, AND BILLET REQUIREMENTS

SECTION A - INTRODUCTION

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Enclosure (1)

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Section A - INTRODUCTION

1. Fleet, Force, and Command Master Chiefs (CMCs) uphold the highest standards of professionalism and stimulate better communication at all levels of command throughout the Department of the Navy. They strengthen the chain of command by working within it, and foster a better understanding of the needs and viewpoints of enlisted members and their families.

2. Fleet, Force, and Command Master Chiefs are the senior enlisted leaders, who report directly to their respective commanders/commanding officers. They formulate and implement policies concerning morale, welfare, job satisfaction, discipline, utilization and training of Navy personnel. By reporting directly to their commanders, the Fleet, Force and Command Master Chiefs keep their chain of command aware and informed of sensitive and current issues.

Section B - FLEET, FORCE, CNO-DIRECTED COMMAND MASTER CHIEF REQUIREMENTS AND COMMAND MASTER CHIEF REQUIREMENTS

1. Fleet, Force, and Chief of Naval Operations (CNO)-directed Command Master Chief requirements are limited to the activities listed in tab A.

2. Fleet, Force, CNO-directed Command Master Chief requirements and the composition of the CNO/Master Chief Petty Officer of the Navy Senior Enlisted Leadership Forum are made at CNO's discretion. CNO will review those requirements annually.

3. CNO-directed Command Master Chiefs are assigned to designated flag officer Commanders who, 1) report directly to the CNO, or 2) whose command responsibilities include significant regional area coordination or other unique dimensions (see tab A of enclosure (1)).

4. Command Master Chief requirements not directed by CNO are determined as follows:

a. All commands, less submarines, with enlisted manpower requirements of 250 or greater will have a Command Master Chief billet requirement. A CMC billet authorization will not normally be programmed against the requirement until total enlisted authorizations are 250 or greater. Major manpower claimants or resource sponsors may request a CMC billet for commander's staffs with less than 250 manpower requirements which are components of the operating forces at or above the destroyer squadron, submarine squadron, or wing level. All Carrier-based Air Wing (CVW) squadrons, deployable Helicopter Antisubmarine

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Warfare Light (HSL), Helicopter Combat Support (HC), and Maritime Patrol (VP) squadrons, regardless of size, will have a Command Master Chief requirement due to the complexity of their operations. All Naval facilities where ships or submarines are homeported or overhauled, regardless of size, will have a Command Master Chief requirement. Component activities (Activity Unit Identification Codes (AUICs)) within a common Primary Unit Identification Code (PUIC) which are geographically collocated may be included at the PUIC level to make the determination.

b. Commands which do not have 250 or more enlisted manpower requirements shall assign a CMC from within command resources on a collateral duty basis. In the absence of a master chief petty officer (MCPO), a senior chief petty officer (SCPO) or chief petty officer (CPO) may be assigned.

c. Naval Reserve commands with active duty and selected reserve manpower requirements of 1,000 billets or greater (determined by command manpower documents and reserve unit assignment documents) will have a requirement for a full-time CMC billet.

d. Requests to establish a new CMC billet must be submitted per OPNAVINST 1000.16H. Requests must identify billet, grade, end-strength and management headquarters ceiling point compensation, as appropriate.

Section C - SELECTION AND ASSIGNMENT

1. Selection as Primary Duty Command Master Chief (CMC).

a. Any MCPO (including frocked MCPO) is eligible for selection as CMC with assignment to a CMC billet. To qualify for selection as a primary duty CMC, the individual must possess the following qualities:

(1) Have demonstrated superior leadership abilities and broad management skills.

(2) Possess effective communication abilities (oral and written) and proven administrative capabilities.

(3) Have demonstrated effective personnel counseling.

(4) Have a sharp military appearance, demeanor, military bearing and meet all health and physical readiness standards.

(5) Have an outstanding performance record.

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(6) Be a highly motivated role model for all hands to emulate.

(7) Have demonstrated active involvement in command Quality of Life initiatives and programs.

(8) Have strong overall potential to be successful as a CMC.

b. Volunteers for primary duty CMC will request assignment to the program using NAVPERS 1306/7 (Enlisted Personnel Action Request). A recent frontal and profile picture taken in the summer khaki uniform will be provided as enclosure (1). Photographs shall include a data board indicating name, SSN, rating, and date of photo. Commanders/commanding officers will conduct a formalized screening process (local oral board recommended) to certify Section C qualification factors and forward results as enclosure (2). The original request with endorsements will be forwarded to the Chief of Naval Personnel (Pers-40FF) or Naval Reserve Personnel Center (NAVRESPERSSEN) (Code 30) via the Immediate Superior in Command (ISIC) and Type Commander (TYCOM). Requests received without enclosures (1) and (2) and the required ISIC/TYCOM endorsements will be returned for appropriate action. Requests must be submitted to BUPERS (Pers-40)/NAVRESPERSSEN (Code 30) for consideration at the CMC selection board to be convened twice per year. Not later than (NLT) dates and other details will be announced by periodic NAVADMIN message.

c. Commander/commanding officer recommendations must certify that the candidate is fit to assume the duties as CMC, paying particular attention to the following factors:

(1) Physical fitness and weight. Member must meet all Navy standards and have an active disciplined personal physical fitness program.

(2) Medical/psychiatric. Any documented conditions that could preclude assignment as, or impair performance of prospective CMC's.

(3) Alcohol. Personnel with a documented history of alcohol abuse are considered unsuitable for assignment as a CMC. If successfully treated, with no alcohol involvement for 3 years, member may be considered for a waiver to participate in the CMC program.

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(4) Human relations/personal behavior. Personnel with a documented history of human relations problems will be considered unsuitable for assignment as a CMC. Similarly, documented personal conduct issues (indebtedness, alcohol, family advocacy, etc.) in the past 3 years will be considered disqualifying.

d. A CMC selection board will convene twice a year to select CMC's from among the applicants. This board will normally be convened in May and November of each year. Selection will be based on the candidate's record without regard for individual rating manning.

e. Following selection for service in the CMC program, selectees will be kept on file by the CMC detailer (Pers-40FF), and utilized as appropriate for subsequent assignment as a CMC. During the assignment process appropriate factors such as individual community manning, waivers of tour requirements, etc., will be utilized to ensure the most efficient and responsible assignments are achieved with minimal impact on individual rating manning.

f. Reallocation of CMC billets will be conducted annually prior to finalization of E-9 quotas to ensure that each rating's participation in the CMC program is compensated with appropriate advancement opportunity. Master Chiefs leaving the CMC program and returning to their rating will also be taken into consideration in determining communities needs and E9 rating quotas.

2. Assignment as Primary Duty Command Master Chief.

a. Attendance at the Navy Senior Enlisted Academy (SEA) is required prior to reporting as a CMC or COB. Master Chief's having prior assignments to a CMC billet, but who have not previously attended the SEA, will be assigned to the SEA prior to their next assignment in a CMC billet.

b. BUPERS (Pers-40)/NAVRESPERSSEN (Code 30) will detail and order master chief petty officers to NEC 9580 billets per Manning Control Authority (MCA) priorities. Initial assignment will normally be to Sea Duty Codes (SSC) 2 or 4 regardless of current duty assignment. Master Chiefs selected for entry into the CMC program without previous shipboard experience as a chief petty officer will be assigned a minimum activity tour aboard ship in a valid inrate or general duty (3M Coordinator, Command Career Counselor, etc.) billet for further transfer (FFT) to a CMC assignment.

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(1) Assignments will be made without prior approval of the commander or commanding officer, except for Fleet, Force, and CNO-directed CMCs designated in tab A, enclosure (1). All other Flag officers will be provided a slate of screened candidates eligible for type duty indicated by assignment.

(2) Individuals who's NEC is administratively removed will be made available to their rating detailer for immediate reassignment. Individuals relieved for cause due to misconduct, substantiated by an administrative board, will be afforded the opportunity to submit a Fleet Reserve request (if retirement eligible) for an effective date within 3 months of the formal removal of the 9580 NEC. Administrative removal of NEC and/or detachment for cause requires concurrence/acknowledgement of the ISIC/TYCOM in accordance with reference (a).

c. In the submarine force, CMC responsibilities are assumed by the Chief of the Boat (COB) (NEC 9579). The COB must meet the qualification and suitability requirements outlined in this instruction. After completion of 2 years as a 9579, Master Chiefs may request the NEC 9580 from BUPERS (Pers-40FF) via the commanding officer and TYCOM utilizing NAVPERS 1221/1, Navy Enlisted Classification Code Change Recommendation. These requests will be reviewed as part of the CMC selection board, twice annually. Post tour Master Chief COB's selected into the CMC Program, after completion of a full (36 month) tour, will be eligible for assignment to any type duty, sea or shore.

d. Individuals assigned as primary duty CMC's/collateral duty Command Chief, Senior Chief or Master Chief are required to become warfare qualified in the community assigned within a nominal 12 month period of assuming duties as CMC. Failure to qualify in the prescribed time period will normally result in removal of the 9580 NEC and reassignment by rating detailer. In the case of a collateral duty assignment, the Commanding Officer should remove the collateral duty Command Chiefs, Senior Chiefs or Master Chiefs local designation.

e. Consideration for follow-on CMC assignments will be based on the member's experiential qualifications, a positive written recommendation from the commander/commanding officer, and the actual availability of CMC billets.

f. On ship types AD, AS, CV/CVN, LHA, LHD, and Carrier Air Wings (CVW), Command Master Chief assignments will be based on a previous successful 9580 tour. Force Master Chiefs and cognizant CNO directed CMC's will assist the CMC detailer and the Semi-annual CMC Selection Board in identifying eligible and highly

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qualified Command Master Chiefs for these assignments. Additionally, type wing and major training commands ashore will be identified for special detailer selection board screening/slating.

g. Command Master Chiefs serving in a 9580 billet may request the NEC 9580 after 2 years in their initial CMC assignment. Requests will be forwarded utilizing NAVPERS 1221/1, Navy Enlisted Classification Code Change Recommendation via the appropriate chain of command to BUPERS (Pers-40FF) and NAVRESPERS-CEN (Code 31) for reserves. The request will be signed by the commanding officer. The cognizant Force Master Chief/CNO-directed CMC shall assist the CMC detailer in monitoring compliance.

h. Billets which require a post tour Command Master Chief will be filled by the CMC Detailer with assistance of PERS-4010. These billets include Senior Enlisted Academy Director and all faculty group advisors, Naval Academy Battalion Senior Enlisted Advisors, Command Master Chief Detailer, Uniform Matters Office Master Chief, Leadership Continuum Coordinator, Transient Personnel Units (greater than 500 transient personnel), BQ Leadership Management (greater than 1000 personnel) and billeted Family Housing Liaison Master Chiefs. CMC's/COB's assigned to these billets will count against their rating, not the Command Master Chief end strength. Upon completion of these tours, members will be reassigned to Command Master Chief billets.

3. Selection as Collateral Duty Command Master Chief

a. For commands with fewer than 250 enlisted authorizations, a collateral duty CMC shall be assigned from within command resources. Organizations which are not commands (detachments, departments, etc.) shall not designate a collateral duty CMC.

b. The criteria for selection of a collateral duty Command Master Chief/Senior Chief/Chief must be met prior to assignment as indicated for primary duty Command Master Chiefs.

c. NEC 9580 will not be awarded to collateral duty CMC's, although strong performance in a collateral duty capacity will be a significant factor for selection board consideration.

d. CO's of afloat/deployable units without designated CMC's are encouraged to liaison with appropriate rating detailer and Pers 40 to ensure a qualified Senior/Master Chief is screened and when possible is provided a quota to the Naval Senior Enlisted Academy.

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4. Selection of Fleet and Force Master Chiefs (FMC) and CNO-directed Command Master Chiefs.

a. Selection as a FMC or CNO-directed CMC (tab A) will be based on demonstrated superior leadership qualities performed in a successful CMC/COB tour. FMC and CNO-directed CMC's must be warfare qualified in the specific community screening for when applicable. The ability to communicate effectively with seniors and juniors is an important part of the selection criteria. Candidates will meet all criteria listed in this instruction.

b. Selection as a FMC or CNO-directed CMC will be made by the respective commander, who will be assisted by the CMC detailer. The CMC detailer will provide commanders with a slate of eligible CMCs to consider in addition to other qualified applicants.

Section D - CMC SELECTION BOARD

1. A CMC selection board will convene twice per year. The approximate times will be in May and November of each year. Board composition will consist of:

- a. One post major command O-6
- b. Two post command commanders or captains
- c. Three serving Fleet/Force Master Chiefs
- d. Four serving CMC's - with broad experience
- e. The CMC Detailer or Enlisted Community Manager will act as recorder.
- f. Master Chief Petty Officer of the Navy (MCPON) will be the principal advisor to the board.

2. The board will review and select from among the applicants the best qualified personnel for assignment into the CMC program. There will be no quotas by rating, but manning constraints in some ratings may significantly delay assignments of some individuals selected until after the following E9 selection board and advancement cycle.

3. The CMC selection board will also review records of current CMC's and make slating recommendations concerning major command CMC positions.

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Section E - AUTHORITY AND RESPONSIBILITIES

1. As the senior enlisted leader to the commander/commanding officer on all matters relating to enlisted policy, Fleet, Force, and Command Master Chiefs must work with the executive officer, chief of staff, or deputy in the dissemination and promotion of command policy. They will function as an integral element of the chain of command.

2. Authority and responsibilities of a Fleet, Force, or Command Master Chief include the following:

a. Maintain and promote effectiveness and efficiency of the chain of command.

b. Assist commander/commanding officer in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel in order to promote traditional standards of good order and discipline.

c. Advise commander/commanding officer on formulation and implementation of changes in policy pertaining to enlisted personnel.

d. Attend meetings as directed by commander/commanding officer to keep apprised of current issues and provide a representative enlisted input.

e. Participate in ceremonies honoring command members including all reenlistment and award ceremonies.

f. When appropriate, represent or accompany commander/commanding officer to official functions, inspections and conferences.

g. Participate in receptions and hosting of official visitors to the command.

h. Upon invitation, and as approved by the commander/commanding officer, represent the command and the Navy at community and civic functions.

i. Other duties include coordination, monitoring and the participation in the following:

(1) Command orientation/indoctrination division.

(2) Command sponsor program.

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- (3) CPO/PO indoctrination courses.
 - (4) Enlisted warfare qualifications program.
 - (5) Professional development board.
 - (6) Command retention team.
 - (7) Awards board (considering enlisted personnel).
 - (8) CPO initiations.
 - (9) Sailor of the Month/Quarter/Year programs.
 - (10) President of CPO Mess (Afloat).
 - (11) Family programs, ombudsman, family service center liaison.
 - (12) Family Advocacy Program.
 - (13) Bachelor Enlisted Quarters (BEQ) program.
 - (14) Commissary and Navy Exchange advisory boards.
 - (15) General mess and ship's store advisory boards.
 - (16) Humanitarian reassignment/hardship discharge screening boards.
 - (17) Command physical readiness program.
 - (18) Recreation advisory boards.
 - (19) Command disciplinary review board.
 - (20) Career information program management.
 - (21) Command Managed Equal Opportunity (CMEQ) Program.
 - (22) Command Assessment Team.
 - (23) Command Training Team.
3. The CNO/MCPON Senior Enlisted Leadership Forum, sponsored by the CNO and hosted by the MCPON, is comprised of Fleet and Force Master Chiefs and CNO-directed Command Master Chiefs annotated in

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tab A, enclosure (1). The forum will meet when directed by CNO to receive formal briefs on matters of importance and make recommendations on professional issues.

Section F - ENTITLEMENTS AND UNIFORMS

1. Entitlements. A one-time uniform allowance will be authorized upon reporting for duty as an FMC under reference (b).

2. Uniforms

a. A rating badge with a silver star in place of rating specialty mark will be worn only by command master chiefs filling 9579/9580 billets. The appropriate identification badge (breast insignia) will be worn by all individuals assigned as full-time or collateral duty command chief, command senior chief, or command master chief. Commands comprising parent and component activities with fewer than 250 enlisted personnel assigned, may assign one collateral duty command chief, senior chief or master chief who may wear the breast insignia. The post-tour miniature-sized insignia is authorized for these chiefs, senior chiefs or master chiefs who successfully complete a collateral duty assignment of no less than 12 months and were designated in writing by the commanding officer of that particular command.

b. A rating badge with gold stars (indicating paygrade) vice silver stars and a gold star in center of rating badge vice specialty mark will be worn by an FMC as prescribed in Navy Uniform Regulations, NAVPERS 15665H.

c. Following a successful tour as a Fleet or Force Master Chief, individuals will wear two gold stars and a gold rating specialty mark when serving in assignment in their rating. If assigned as a CMC following a successful tour as a FMC, the individual will wear two gold stars and the silver star as a CMC in place of the rating insignia under Navy Uniform Regulations, NAVPERS 15665H.

d. Upon retirement or transfer to Fleet Reserve, and subsequently when wearing of the uniform is authorized, a member having successfully completed a tour as FMC is authorized to wear gold stars and badges identifying a Fleet or Force Master Chief.

Section G - COMMANDER/COMMANDING OFFICER ACTION

1. Commanders/commanding officers of activities which meet CMC/COB criteria:

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a. Will ensure that their enlisted OPNAV 1000/2, Manpower Authorization, reflects a billet title of Command Master Chief with NEC 9580, or Chief of the Boat with NEC 9579.

b. Will ensure the assigned CMC continues to meet screening criteria in section (C) of enclosure (1) throughout his/her tour of duty. Failure to maintain screening criteria will result in disqualification from the CMC program outlined in MILPERSMAN Article 3420260. Additionally, following selection for assignment as a CMC, commanding officers will ensure that individuals maintain eligibility for assignment, and will formally notify BUPERS (Pers-40FF), of this fact prior to execution of PCS transfer when orders are issued for assignment as CMC.

c. Will provide adequate support for their CMC's, including:

(1) Visibility within command for CMC role as the senior enlisted leader and principal assistant to the commander/ commanding officer for many issues of great importance.

(2) Provisions for office space and clerical support where feasible.

(3) Attendance at appropriate seminars and conferences when such attendance is requested by type commander, or when CMC's commander or commanding officer deems it necessary. Fiscal support for such participation shall normally be provided by the parent command.

(4) Will ensure primary duty CMC's qualify in the warfare specialty for the community assigned within the required time constraint.

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CNO-Directed Fleet, Force, and Command Master Chief Requirements

	DESIG	HQTRS NAME	ECHELON
1	FLEET	CINCLANTFLT.....	2
2	FLEET	CINCPACFLT.....	2
3	FLEET	CINCUSNAVEUR.....	2
4	FORCE	CNET.....	2
5	FORCE	COMNAVAIRLANT.....	3
6	FORCE	COMNAVAIRPAC.....	3
7	FORCE	COMNAVRESFOR.....	2
8	FORCE	COMNAVSURFLANT.....	3
9	FORCE	COMNAVSURFPAC.....	3
10	FORCE	COMSUBLANT.....	3
11	FORCE	COMSUBPAC.....	3
12	FORCE	BUMED.....	2
13	CMC	OPNAV.....	1
14	CMC	CNATRA.....	3
15	CMC	NTC GREAT LAKES.....	3
16	CMC	COMFAIRKEF.....	4
17	CMC	COMFAIRMED.....	2
18	CMC	COMNAVBASE JACKSONVILLE.....	4
19	CMC	*COMINNEWARCOM.....	3
20	CMC	COMNAVSHORELANT.....	4
21	CMC	COMNAVBASE NORFOLK.....	3
22	CMC	COMNAVBASE PEARL.....	3
23	CMC	*NAVJAG.....	1
24	CMC	COMNAVBASE SAN DIEGO.....	3
25	CMC	COMNAVBASE SEATTLE.....	3
26	CMC	COMNAVCRUITCOM.....	3
27	CMC	*COMNAVFACENGCOM.....	2
28	CMC	COMNAVFORJAPAN.....	3
29	CMC	COMNAVFORKOREA.....	3
30	CMC	*COMNAVSAIRSISCOM.....	2
31	CMC	*ONI.....	2
32	CMC	COMNAVMIANAS.....	3
33	CMC	*BUPERS.....	2
34	CMC	*COMNAVMETOCCOM.....	2
35	CMC	*COMNAVSEASISCOM.....	2
36	CMC	*COMNAVSECGRUCOM.....	2
37	CMC	*COMNAVSEPCWARCOM.....	2
38	CMC	*COMNAVSUPSISCOM.....	2
39	CMC	COMNDW.....	2
40	CMC	*COMSC.....	2
41	CMC	*COMSPAWARISCOM.....	2
42	CMC	COMTRALANT.....	3
43	CMC	COMTRAPAC.....	3
44	CMC	*COMUSNAVCENT.....	2

Tab A to Enclosure (1)

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Fleet and Force Master Chiefs (FMC) shall comprise the Chief of Naval Operations Master Chief Petty Officer of the Navy Senior Enlisted Leadership Forum.

*Annotated CMC's work for commanders who report directly to the CNO. They may coordinate issues directly with the MCPON as their commanders desire and will be invited to attend special CNO/MCPON Navy Senior Enlisted Leadership Forums.